

**UNITED STATES COURT OF APPEALS  
FOR THE FIRST CIRCUIT  
CLERK'S OFFICE**

**Administrative Attorney**

**Job Announcement:** #16-26

**Position Type:** F/T Temporary\*  
*\*This position is a temporary one year and a day appointment (with a possibility of continuation contingent upon funding) and may be converted to a permanent position without further posting.*

**Location:** John J. Moakley U.S. Courthouse, Boston, Massachusetts

**Starting Salary:** CL 27 - CL 29 (\$51,882 - \$120,210) depending on qualifications and experience

**Closing Date:** Open until filled (applications should be filed by August 26, 2016, as selection may occur at that time)

**Responsibilities:** The U.S. Court of Appeals Clerk's Office is seeking a qualified candidate for the position of Administrative Attorney. The Attorney will conduct legal research and provide procedural advice on matters relating to cases filed in the Court; screen cases for compliance with federal statutes and regulations on jurisdiction; draft administrative orders for review and consideration by the Clerk of Court and Judges; provide assistance to counsel and pro se litigants regarding appellate procedure; and perform all legal and administrative duties as assigned, including special projects.

**Minimum Qualifications:** Candidates must have a Juris Doctor (JD) degree from an accredited law school and/or admission to practice before the highest court of a state, territory, commonwealth, or federal court of general jurisdiction of the United States; excellent writing, organization, and communication skills are required.

**Specialized Experience:** One to two years of progressively responsible experience in the practice of law, in legal research, legal administration or equivalent experience, gained after graduation from law school.

**Preferred Qualifications:** Familiarity with the appellate process and the Federal Rules of Appellate Procedure is preferred; experience working in a federal appellate court is strongly desired.

**Benefits:** Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefits program, long-term care, retirement benefits, and a tax-deferred savings plan.

**Background Check:** The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check as a condition of employment. Employee retention depends upon a favorable suitability determination.

**How to Apply:** Submit the following documents in paper: (1) cover letter, (2) resume, and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09) to:

Carmen Torres, Executive Assistant  
U.S. Court of Appeals for the First Circuit  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 2500  
Boston, MA 02210

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>.

**Note:** Applications that do not include all requested information will be deemed incomplete and will not be given consideration.

**Additional Conditions of Employment:**

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Court of Appeals employees are "at will" employees and serve at the pleasure of the Court. The Clerk's Office will only contact those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Clerk's Office may elect to select a candidate from the original qualified applicant pool.

**EQUAL OPPORTUNITY EMPLOYER**